

About Us

SRM Architects & Urban Designers is a growing Architectural firm with over 75 staff. We are looking for a Junior Office Administrator who is interested in joining our Kitchener team.

We believe that architectural designs should embody both functionality and innovation. Guided by this philosophy, our designers make use of light, colour, and fine materials to produce dynamic spaces and strive to produce exceptional designs that meet our clients' vision, budget, and schedule.

To learn more about our company, please visit srmarchitects.ca

Why Work for SRM Architects Inc.?

- We offer opportunities for on-the-job learning, development, and growth
- Flexible Schedule and use of Banked Time System
- Yearly Bonus Program, eligible for participation in after one year of service at SRM
- Health and Dental Benefits in addition to a Health Spending Account
- Employee Assistance Program [EAP]
- Company Pension Plan after one year of service at SRM

Responsibilities

- General reception duties: answering phone calls, managing general inbox, greeting clients & couriers, etc.
- Assist with day-to-day IT issues and support tasks (general troubleshooting and basic computer set-up in coordination with third party IT)
- Order and coordinate office supplies, help ensure general office tidiness and upkeep
- Research opportunities and plan for lunch and learns, staff social events, meetings, etc.
- Assist with internal office communications and staff team-building initiatives
- Provide general support / assistance to Management
- Assist with marketing duties as required
- Assist with project administration duties as required
- Create, update, and maintain document templates (in coordination with Technical and Design Staff)
- Maintain and organize files (hard copy and electronic) and archives

Qualifications

Our Ideal candidate will possess the following qualities:

- Excellent oral and written communication skills
- Post-Secondary Education, or equivalent experience in Business Administration, Communications, Marketing, or another relevant field
- Intermediate computer skills and ability and aptitude for learning new software / hardware
- Proficient in Microsoft Office: Outlook, OneDrive, Word, Excel, PowerPoint (experience with SharePoint is an asset)
- Experience with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) is an asset
- Ability to exercise tact and discretion when dealing with confidential company and client information
- Comfortable interacting with management, staff, clients, contractors, and consultants

- Effective time management skills, attention to detail, organizational skills, and ability to prioritize work
- Enthusiastic, positive attitude, self-starter with a persistent attitude and excellent follow up skills
- Able to provide and receive feedback positively
- Preference will be given to those with a background in the Architectural/Engineering/Construction Industry

Apply

SRM is an equal opportunity employer and welcomes applications from all qualified candidates.

If you're interested in working in a collaborative and dynamic work environment, we encourage you to please send your resume, portfolio and cover letter to HR@srmarchitects.ca (Subject: Junior Office Administrator).

Please note this is an in-person position and only candidates who are comfortable working from our Kitchener office will be considered.

